



**Meeting of the Committee on the Purchase of Goods and Services
from Community Rehabilitation Organizations
(CRO Set Aside Committee)**

May 27, 2021 - 10:00 AM

Conducted via Zoom

<https://us02web.zoom.us/j/87092449950?pwd=ei8zMmZBM2FnZmRodks3T0JmeEhMUT09>

Meeting ID: 870 9244 9950

Passcode: 534726

Agenda Items

- 1. Introductions**
- 2. Approval of previous meeting minutes (see attached)**
- 3. Procurement Update**
- 4. Set Aside Requests**
 - Continuation / Renewal Requests (see attached)**
- 5. Public Comments**
- 6. Old Business**
- 7. New Business**



CRO Set Aside Committee Meeting
Thursday, November 19, 2020 10:00 am
Remote Meeting via Zoom

Meeting Minutes

Committee Members Present:

- Todd Culver, attending remotely from East Lansing, MI
- Genevieve Hayes, attending remotely from Royal Oak, MI
- Justin Caine, attending remotely from Holt, MI
- Dave Ellis, attending remotely from Lansing, MI
- Karsten Bekemeier, attending remotely from East Lansing MI

Guests Present:

- Steve Perdue, Grand Traverse Industries, attending remotely from Traverse City, MI
- Bill Mullens, Navigations, attending remotely from Battle Creek, MI
- Terey DeLisle, Services to Enhance Potential, attending remotely from Newport, MI
- Cheryl Ohman, Lakestate Industries, attending remotely from Escanaba, MI

Recording Secretary:

Laurie Morse-Dell, Incompass Michigan, attending remotely from Okemos, MI

Introductions and Welcome

Todd Culver called the meeting to order, with notice that the meeting will be conducted remotely in its entirety to abide by conditions of the most recent emergency order from MDHHS.

Welcome to new Committee Member, Dave Ellis participating in first meeting of first term.

Review of February 27, 2020 minutes

Meeting minutes were distributed with the agenda.

MOTION: To approve the February 27, 2020 minutes as presented.

CARRIED

Procurement Update: Genevieve

- New buyer for janitorial services, Lisa Spitzley, may attend next meeting to be introduced to CROs.
- Noted that DTMB had been busy purchasing PPE across the state and has now turned attention to procuring dry ice, both related to the COVID-19 pandemic
- Noted that preliminary guidance for open meetings act was being reviewed and then will be distributed, initial review appears to indicate that 2021 meetings will be held in person. Changes to operations manual will be made if needed.



- Noted that new Incompass Michigan office can accommodate socially distanced meetings if necessary.
- Noted that 2020 Annual Report will be published and available soon.
- Question from Steve Perdue: Was Valerie Hiltz assigned to all the product set asides?
Genevieve responded that not all CROs have one buyer, it will depend on product/service category

Set Aside Requests: Todd

- No New Requests
- Question from Cheryl Ohman: How to request a set aside and if a contract is on set aside will it be put out for bids
Genevieve responded that a form should be completed to initiate set aside request and can be done 6-12 months prior to contract expiring. Once a contract has been put on set aside priority would be given to CRO proposals.

Public Comments:

- None

Old Business:

- Annual Report Update: Contract expiration dates and available option years have been added for clarity. A draft with corrected dates will be sent to all contract holders. Report will be compiled with narrative and submitted to legislature.
- Todd requested update on Michigan Rehabilitation Services stance on allowable Competitive Integrated Employment placements. Karsten noted no official update, MRS continues to review how other states are proceeding.

New Business:

- Committee members will be sent proposed 2021 dates

Adjourned.

Respectfully submitted,

Laurie Morse-Dell
Recording Secretary

Appendix D: CRO Set Aside Renewal / Continuation Form



Name of CRO		Date	
Lakestate Industries		5.19.21	
Address of CRO			
(Street)	(City)	(State)	(Zip Code)
1830 N. 21st St	Escanaba	MI	49829
Name and title of requestor		Phone number of requestor	
Cheryl Ohman		906-786-9212	
Email address of requestor			
cheryl.o@lakestateindustries.org			
Description of set aside request. Attach an additional sheet of paper if necessary.			
The request is to keep the Janitorial Services at the State Office Building on Ludington St. in Escanaba on the State Set Aside list.			
Do you certify that the CRO named above is a nonprofit charitable organization or institution incorporated in Michigan that is operated for the purpose of carrying out a recognized program of employment and training services for people with disabilities?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Do you certify that the majority of direct labor hours required to fulfill the requested set aside contract will be performed by individuals with significant disabilities as that phrase is defined in 29 USC 705(21)(A)?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If set aside request is for on-site or janitorial services, please identify the physical address of the requested location below. Attach an additional sheet of paper if there are multiple locations.			
Address of set aside location			
(Street)	(City)	(State)	(Zip Code)
305 Ludington St.	Escanaba	MI	49829
Is the current contract for this product or service on set aside?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If so, what is the contract number?		071B77 00046	
Is the current contract expiration date within 6 to 12 months from date of request? Note: Set aside requests will not be considered outside this time frame unless an exception is granted by the CRO Committee. Solicitations are typically posted 3-4 months prior to contract expiration.			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Appendix D: CRO Set Aside Renewal / Continuation Form



Name of CRO		Date	
Peckham INC		5-19-2021	
Address of CRO			
(Street)	(City)	(State)	(Zip Code)
3510 CAPITAL CITY BLD	LANSING	MI	48906
Name and title of requestor		Phone number of requestor	
NGA4 Belanger V.P. Environmental Services		517-262-2923	
Email address of requestor			
nbelanger@Peckham.org			
Description of set aside request. Attach an additional sheet of paper if necessary.			
Peckham is submitting The contract Renewal/ Continuation Form Required to meet the documentation for the extension for the contract 071B7700138 noted in CN 14 "change notice" from the State of Michigan. I have also attached the CN 14 showing site locations			
Do you certify that the CRO named above is a nonprofit charitable organization or institution incorporated in Michigan that is operated for the purpose of carrying out a recognized program of employment and training services for people with disabilities?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Do you certify that the majority of direct labor hours required to fulfill the requested set aside contract will be performed by individuals with significant disabilities as that phrase is defined in 29 USC 705(21)(A)?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If set aside request is for on-site or janitorial services, please identify the physical address of the requested location below. Attach an additional sheet of paper if there are multiple locations.			
Address of set aside location			
(Street)	(City)	(State)	(Zip Code)
See attached CN 14 FOR SITE LOCATIONS			
Is the current contract for this product or service on set aside?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If so, what is the contract number?			
071B7700138			
Is the current contract expiration date within 6 to 12 months from date of request? Note: Set aside requests will not be considered outside this time frame unless an exception is granted by the CRO Committee. Solicitations are typically posted 3-4 months prior to contract expiration.			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

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Name of CRO		Date	
SVRC Industries, INC		5-19-21	
Address of CRO			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
203 S. Washington Ave.	Saginaw	Michigan	48607
Name and title of requestor		Phone number of requestor	
Brian Taylor, Vice President of Operations		989 529-8042	
Email address of requestor	btaylor@svrcindustries.com		
Description of set aside request. Attach an additional sheet of paper if necessary.			
Janitorial service for the Saginaw and Flint State office buildings.			
Do you certify that the CRO named above is a nonprofit charitable organization or institution incorporated in Michigan that is operated for the purpose of carrying out a recognized program of employment and training services for people with disabilities?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Do you certify that the majority of direct labor hours required to fulfill the requested set aside contract will be performed by individuals with significant disabilities as that phrase is defined in 29 USC 705(21)(A)?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If set aside request is for on-site or janitorial services, please identify the physical address of the requested location below. Attach an additional sheet of paper if there are multiple locations.			
Address of set aside location			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
See Below			
Is the current contract for this product or service on set aside?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If so, what is the contract number?	071B770048		
Is the current contract expiration date within 6 to 12 months from date of request? Note: Set aside requests will not be considered outside this time frame unless an exception is granted by the CRO Committee. Solicitations are typically posted 3-4 months prior to contract expiration.			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Jerome T Hart
411-A East Genesee

Saginaw

MI

Flint State office building
125 E. Union Street

Flint

MI